

CURRENT RETAIL SALES AND INVENTORY REPORT

NOTICE — Your report to the U.S.
Census Bureau is confidential by law
(Title 13, U.S. Code). It may be seen
only by sworn Census employees and
may be used only for statistical purposes
from which no firm or establishment
may be identified. The law also provides
that copies retained in your files are
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PETITIAL COMPLETED FORM

RETURN COMPLETED FORM

| IN THE ENGLOSED ENVELOPE | | | | | | | |
|---|--|----------------|--|-----------------------------|------------|--------|--|
| or FAX: 1-800-447-4613 | | | | | | | |
| For help call: 1-800-772-7852 | | | | | | | |
| ITEM 2 CONTACT PERSON | | | | | | | |
| Name | | | | | | | |
| Title | | | | | | | |
| Telephone (Area code, number, ext.) | | | | | | | |
| Totophono (Fired code) Hamber, exa, | | | | | | | |
| FAX (Area code, number) | (Please correct | any error in i | name, address, and ZIP | Code) | | | |
| ITEM 3 FEDERAL EMPLOYER | IDENTIFICATION NUMBER (EIN) | <u> </u> | | 0000) | | | |
| Has this company acquired any new EINs for its retail department store(s) since | | | List here - Use "Remarks" section to I | ist addition | al EINs. | | |
| | | | | | | | |
| label and its subsidiaries. E U.S. Census Bureau. | tment stores in the United States Exclude any operating units which | n submit sep | parate Current Retail ⁻ | Frade rep | oorts to t | he | |
| ITEM 4 SALES AND REPORT | PERIOD (See instructions on revers | se.) | | | | | |
| a. Sales | | | | | | | |
| Report cash and credit sales. If none, enter "0". Estimates are acceptable if book figures are not available. Estimates are acceptable if book figures are not available. | | | | | | | |
| Explain any significant difference in sales from extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online. | | | | Mil. | Thou. | Dol. | |
| • Include sales from e-commerce if not submitted on a • Exclude sales taxes and finance charges. (1) Main store sales – Report sales for all department stores covered by this report including | | | | | | | |
| e-commerce. Exclude leased departments and concessions operated by others. (2) Leased department sales – Report sales for leased departments and concessions operated by | | | | | | | |
| other firms in the department stores covered by this report. Exclude sales from leased departments and concessions operated by this firm in other establishments. | | | | | | | |
| (3) TOTAL department store sales – Report total sales for the main stores and leased departments and concessions including e-commerce. Sum of items 4a(1) and 4a(2). | | | | | | | |
| (4) E-Commerce Sales – Report e-commerce sales. | | | | | | | |
| OR (5) If e-commerce sales not available – Enter percent of sales in item 4a(1) that represents e-commerce. | | | | | | % | |
| b. Report period | | | | Ending date (Month and day) | | | |
| Mark (X) one box to indicate the period covered by the sales entered in item 4a(1). If other than "Calendar month" is marked, specify ending date. ☐ 5-week period ☐ 5-week p | | | | | | | |
| c. Do the sales reported in item 4a(1) represent book figures or estimates? | | | | □Book | Es | timate | |
| • Report the cost value of all merchandise for the end of month. | | | | | | | |
| For inventories at LIFO cost, report the LIFO amount plus the LIFO reserve. Estimates are acceptable if book figures are not available. | | | | Mil. | Thou. | Dol. | |
| Explain any significant difference in inventories from previous month in "Remarks" section. a. Merchandise in retail stores covered by this report. Exclude leased departments and concessions. | | | | | | | |
| b. Merchandise in warehouses, offices, or in transit for distribution to your retail stores. | | | | | | | |
| c.TOTAL merchandise inventories – <i>Sum of items 5a and 5b</i> | | | | | | | |
| d. Are the data reported in items 5a through 5c for a date other than the end of the month specified? | | | | Month | Day | Year | |
| □ No ¬ □ Yes – Enter the date the data represent → | | | | | | | |
| ITEM 6 NUMBER OF DEPARTMENT STORES (See instructions on reverse.) | | | | Number | | | |
| Enter the total number of department stores covered by this report. | | | | | | | |
| | | | | | | | |

COVERAGE INSTRUCTIONS AND DEFINITIONS OF DEPARTMENT STORES, E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

I. Coverage Instructions

This report covers all department stores in the United States which are operated by the company identified in the label and its subsidiaries. Exclude any operating units which submit separate Current Retail Trade reports to the U.S. Census Bureau.

II. Department Stores are establishments primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel, furniture, appliances, and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, sporting goods, and limited nonperishable food items. Merchandise lines are

normally arranged in separate departments. "Discount stores" are included as department stores, provided they meet the criteria described.

- III. E-Commerce Sales are sales of goods and services where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.
- IV. Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to your retail establishments.
- V.Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

SPECIFIC INSTRUCTIONS FOR COMPLETING ITEMS 4, 5, AND 6

Item 4 – Sales and Report Period

- Cash and credit sales of merchandise whether or not payment was received
- Leased departments and concessions operated by other firms in the department stores covered by this report
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales made by retail establishments covered by this report
- Receipts from layaway purchases
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance, repairs, alterations, storage, and other such services
- Value of trade-ins taken as part payment for other marchandise.
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer or wholesaler and included in the cost of goods purchased by this firm

EXCLUDE

- Sales taxes collected from customers and paid directly to a local, State, or Federal tax agency
- Leased departments and concessions operated by this firm in other establishments
- Carrying or other finance charges
- Commissions from vending machine operators
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions from sales of government lottery tickets
- Sales from auxiliary establishments

DEDUCT

- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

▶ Item 5 – Merchandise Inventories (End of Month)

INCLUDE

- Merchandise if title has passed to you, including merchandise in transit in the United States
- Merchandise under contract for sale
- Merchandise owned by this firm but held by others for sale on consignment
- Merchandise in auxiliary establishments

EXCLUDE

- Fixtures, equipment, and supplies not held for sale
- Merchandise owned by others such as those held on consignment
- Merchandise held outside the United States
- Merchandise of leased departments and concessions operated by other firms in department stores covered by this report
- Merchandise of leased departments and concessions which you operate or own but are located in other establishments

▶ Item 6 - Number of Department Stores

INCLUDE total number of department stores covered by this report.

EXCLUDE

- Auxiliary establishments
- Leased departments and concessions operated by other firms in department stores covered by this report
- Leased departments and concessions operated by this firm in other establishments

REMARKS – If more space is required, continue on a separate sheet.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Associate Director for Finance and Administration; Attn: Paperwork Reduction Project; U.S. Census Bureau; Room 3104, FB 3; Washington, DC 20233-0001. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

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Page 2